



LIGHTHOUSE ACADEMIES POSITION DESCRIPTION

We prepare our students for college through a rigorous arts-infused program.

VISION

All students will be taught by an outstanding teacher in a nurturing environment. Every student will achieve at high levels and develop the knowledge and values necessary for responsible citizenship and life long learning. The impact of our collaborative efforts will fundamentally change public education.

CORE VALUES

Work hard. Get smart.
Graduate from college.

High expectations
equal results.

Nothing less
than excellence.

Today is the day
we make it happen.

Title: DIRECTOR of INSTRUCTION

Reports To: Principal

Location: Monument Lighthouse Charter School (Indianapolis, IN)

ESSENTIAL QUALITIES

Lighthouse Academy (LHA) Directors of Instruction are more than instructional leaders and managers. They help transform children's lives by creating opportunities for a brighter future. LHA Directors of Instruction are responsible for ensuring all of our students achieve high levels of academic success. We are seeking Directors of Instruction who will make the commitment to lead with determination, integrity and purpose, embodying these essential qualities:

- Past experiences and actions reflect a commitment to the LHA mission, vision, core values
- A passion and ability to build and sustain the LHA K-12 model in a high need, urban environment
- Work in schools that demonstrates a sense of urgency and the relentless pursuit of high academic student achievement
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinker and problem solver who takes initiative
- Belief in the power of collaboration and works to build a collaborative culture with LHA network, community, staff, families and students

ESSENTIAL FUNCTIONS

The Director of Instruction of a Lighthouse Academy school is an instructional, operational and strategic leader who works to create and enhance a culture of achievement and respect where high expectations and results are the norm. Our directors of instruction are responsible for demonstrating significant and measurable academic gains, each year, with all students. The actions of our directors of instruction must always be aligned with our mission, vision, core values and education program. The essential functions for our directors of instruction are as follows:

INSTRUCTIONAL LEADERSHIP

I. DATA ANALYSIS

- Provide data to inform the development of the school's Culture of Achievement Plan with respect to the eight (8) network-wide goals.
- Use data systems to organize and analyze data to be used by school staff to inform decision making, program modification and planning for targeted, differentiated instruction.
- Meet regularly with the staff to increase their knowledge and level of comfort with data, as well as to discuss data trends to inform program implementation, modification and planning for targeted and differentiated instruction.
- Assist with the creation, completion and presentation of school reports, as well as required reports for the district and charter authorizer.

II. PROFESSIONAL DEVELOPMENT

- Provide a wide variety of instructional coaching focused on data analysis, best practices, and targeted and differentiated instruction, as well as high expectations for student achievement and behavior.
- Monitor the pacing and faithful implementation of the education program as outlined in the LHA Curriculum Guides;

- Work closely with the Principal to determine school-wide professional development needs, as well as the individualized professional development needs of staff members, to meet all network and school related goals.
- Provide professional development, both internally and externally, to the staff as needed to implement the LHA education program and to achieve goals.
- Assist staff in the development and realization of Individual Professional Development Plans.
- Assist with the development of and oversee the school's staff induction program and mentorship programs; lead the Teacher Leader Fellow program at school site.

III. CULTURE of ACHIEVEMENT and RESPECT

- Work with the principal to provide the collaborative leadership necessary to implement the school's mission; coordinate work and collaborate with the LHA network.
- Assist with the creation of a school culture with staff, parents and students focused on strong academic achievement, fairness, respect and high expectations for behavior as outlined in the school's charter, the LHA Curriculum Guides and the LHA School Culture Guide.
- Work collaboratively with families and other members of the community to involve them in academic activities, to support the success of a diverse student population, and to bring in volunteers and additional resources.
- Communicate respectfully and thoughtfully with parent/guardians remaining sensitive to different families' cultures, values and needs.

OPERATIONAL LEADERSHIP

- Organize and manage all curricular materials, assessment materials and resources; assist with inventory and ordering.
- Coordinate all state and school-based assessments.

PROFESSIONALISM

- Collaborate with colleagues (grade level and school-wide meetings, professional development days, the professional development institute) to continuously improve personal practice, classroom instruction, assessment, and student achievement, as well as the overall goals and mission of the school and the network.
- Access meaningful learning experiences (current theory, research, and developments in relevant academic disciplines, professional development opportunities, and ideas from colleagues and supervisors) and exercise judgment in accepting findings as valid for application in leadership and teacher improvement.
- Reflect critically upon instructional leadership experience, identify areas for further professional development as part of a professional development plan that is linked to school and network goals, access meaningful learning experiences, and listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Use feedback to inform and update Individual Professional Development Plan.
- Fulfill all outlined and related functions professionally, timely and thoroughly.

MINIMUM QUALIFICATIONS

EDUCATION: Masters Degree in Education, Education Administration or Teaching

EXPERIENCE, KNOWLEDGE & SKILLS:

- Three to five (3-5) years teaching experience. Three (3) years of school administrative/leadership experience, including instructional coaching and collaborative leadership
- Training in and implementation of LHA curriculum programs
- Experience with data analysis and using data to target instruction and inform decision making
- Turning best practices into high quality, goal-driven results
- Proven track record of closing the achievement gap
- Data managements tools, organizational tools, computer skills (Word, Excel, Access, PowerPoint and Outlook)
- Sense of humor

HUMAN RESOURCE INFORMATION

EVALUATION: Evaluation twice a year by Principal based on progress toward network goals, IPDP goals and core competencies

EMPLOYMENT AND BENEFITS: Per company policy

CLASSIFICATION: Full-time, Administrative, and Exempt

APPLICATION INSTRUCTIONS

All applicants must apply through the “Careers” section of our website at www.lighthouse-academies.org/careers.htm in order to be considered.

To formally apply, you must submit a one-page cover letter and a current resume. Please address cover letter to Matthew Gallup, Executive Recruiter. When prompted in the system, please opt to upload your cover letter and resume. Your cover letter and resume need to be saved as one single document (please page break between the cover letter and resume). Once you have submitted your application through our on-line system, it is emailed immediately to Mr. Gallup for review. If he is interested in pursuing your application, he will contact you to set up a phone interview.

Questions about the application process? Please contact Matthew Gallup, Executive Recruiter at mgallup@lighthouse-academies.org.